

RANGE MASTER

DEFINITION

To coordinate, organize, and direct the operations and use of the Police Department's Firearms/Shooting Range; to maintain and care for firearms and firing range equipment and supplies; to develop lesson plans for providing firearms training and qualifications for Police Department staff and other persons; assist personnel with improving their firearms skills via personal instruction; incorporating new and advanced training aids; maintain the armory and records; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Operate and maintain a viable firearms/shooting range service for sworn personnel; ensure overall safety and efficient operation of the firing range including the coordination of the range schedule.

Plan, schedule, and conduct firearms training activities including firearms instructor training, qualifications and weapon maintenance.

Instruct officers in the use of duty weapons; train officers in gun use and safety; provide firearms qualification testing.

Develop lesson plans and training sessions for all phases of firearms training.

Schedule and conduct shoots; design pistol, rifle and shotgun shoots; construct range barricades and obstacles; determine time sequences for shoots along with acceptable shooting scores.

Maintain firearms; order weapons, ammunition and dispense ammunition; log weapons issued and ammunition used; cleans and repairs guns, pistols and other weaponry and equipment; destroy unusable weapons and ammunition.

Investigate and report accidental firearms discharges that occur at the shooting range.

Maintain individual records on shooters for proficiency; provides shooting scores and range activities to superiors.

Perform various weapons inspections; enforces firearms safety rules and regulations;

Maintain an emergency plan for supplies and treatment of injuries sustained at range.

Administer firearms proficiency tests to reserves and retired officers for permits to carry concealed weapons.

Prepare memos, schedules and documents on weapons safety, maintenance and other related information.

Remain aware of current and new trends in weapons training and armory; attends educational programs and seminars related to weapons.

Coordinate the disposal of hazardous materials from the shooting range.
Advise police staff on all weapons matters.

Operate, manage and maintain computer systems relating to range control systems and firearms training simulators.

Performs related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Training techniques for firearms safety and instruction.

Techniques, methods, materials, equipment and practices involved in the operation and maintenance of a shooting range facility.

Federal and state codes regarding weapons destruction and alteration.

Applicable laws, codes, ordinances and regulations.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Acquire knowledge of the City of Chula Vista Police Department's policies and procedures related to on and off duty use of firearms and related types of weapons.

Inspection and operate of acceptable off duty weapons.

Design, build, maintain and repair effective firing range target systems.

Instruct users in basic and advanced firearms safety and tactics.

Schedule routine maintenance and repair of department weapons.

Qualify as an expert witness in court testimony regarding department firearms training.

Maintain accurate records.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in working with weapons, including one year of prior law enforcement or military weapons experience as a firearms instructor or an armorer.

Training:

Equivalent the completion of the twelfth grade supplemented by specialized training in firearms safety and use, weapons maintenance and repair.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On an intermittent basis walk, stand, bend, crouch or stoop, sit for varying periods of time; grasp and manipulate objects, tools or equipment used in the performance of range duties. Intermittently twist and reach for tool or equipment; write and use keyboard to communicate through written means; able to extend arms and hands to lift and carry weapons and equipment weighing up to thirty pounds lift. Visual ability sufficient to observe weapons range activities; write reports, logs and schedules. Verbal ability to communicate effectively with other individuals

using the firing range and to listen to telephone conversations; in the normal vision range with or without correction; hear in the normal range with or without correction

WORKING ENVIRONMENT

Work is performed indoor in firing range. Incumbent will be handling potentially deadly materials and work near firearms that are being discharged. During firearms practice, incumbent will be subjected to extremely loud gunfire and smoke.

5/04